Create a Purchase Order (PO) Change Order
(Change a PO)

Navigation: **Purchasing > Purchase Orders > Maintain Purchase Orders**

1. **'Find an Existing Value'** – Enter the search criteria.

2. Click Search.

3. Select the PO.

4. PO Form Page displays. All the PO From information can be changed except the vendor. If the vendor needs to be changed, cancel the PO and create a new PO.

5. Click Schedule.

6. Click the Chng Schd Icon ⚠. Some fields are initially protected from change, these fields become accessible for change when the Chng Schd Icon is clicked.

7. Make your changes.

8. Click Refresh.

9. Click Save. The Change Order number field appears next to the PO number and the PO status changes from Dispatched to Pend Appr.

10. Click the PO Form Tab.

11. Budget Check.

12. Click Save.

13. Approve PO Amount.

14. Dispatch PO.

Buyers Checklist
Create a Purchase Order (PO) Change Order
Cancel a PO

Navigation: **Purchasing > Purchase Orders > Maintain Purchase Orders**

1. **'Find an Existing Value'** – Enter the search criteria. This can be left blank and all POs will display.

2. Click Search.

3. Click the PO.

4. Click the Cancel Icon ✖.

5. A message will display. Click "Yes" to cancel the PO.

6. A budget check reminder will display. Click OK.

7. Budget Check.

8. Verify the PO was canceled. Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

9. Search for the PO you canceled.

10. Select It.

11. Verify that the PO status is canceled.